



The California Department of Fish & Game

Invites you to take the

Departmental Promotional Examination

for **EXECUTIVE ASSISTANT**

FINAL FILING DATE– FEBRUARY 17, 2006

(Application must be postmarked by this date)



Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

POSITION INFORMATION

Duties: Under the direction of a high level administrator, the Executive Assistant provides staff assistance on confidential and sensitive departmental or program issues; provides administrative and secretarial support to the administrator; provides office management, supervisory, and other support staff services; and performs other related work.

Salary Range: Minimum \$3,072 – Maximum \$3,734

HOW TO APPLY FOR THIS EXAMINATION

Where to Mail: The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217
Sacramento, CA 95814

How to Get an Application: Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at http://www.spb.ca.gov/employment/employment_forms_brochures.htm.

Accommodations for Persons with Disabilities: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum
Qualifications for
Admittance:

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II, or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I: One year of experience in the California state service performing secretarial duties at a level of responsibility not less than those of an Executive Secretary I or two years of secretarial experience in the California state service at a level of responsibility not less than Secretary or Office Technician.

OR II: One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician.

OR III: Four years of experience as a Secretary or Administrative Assistant outside of California state service of which at least one year must have been at the level of responsibility of Executive Secretary I or Management Services Technician or at least two years must have been at the level of responsibility of Secretary or Office Technician. (Up to two years of intensified secretarial training in an approved curriculum or college level course work in business, personnel or public administration may be substituted for the general outside experience on a year-for-year basis.)

Additional Desirable
Qualifications:

Familiarity with microcomputers, personal computers and/or video display terminals and their capabilities.

EXAMINATION INFORMATION

Type of Examination: This examination consists of a **promotional readiness interview weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of 70.00%. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Interview Dates: It is anticipated that the interviews will be held during March/April 2006.

Examination Locations: Written tests and oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

Scope of
Examination: (**STUDY
THIS to prepare for
examination.**)

A. Knowledge of:

1. The principles and methods of public and business administration.
2. Office management principles, methods and procedures.
3. Good personnel and fiscal management practices.
4. The organization's relationship with other governmental entities.
5. The administrator's responsibilities with regard to the organization's programs.
6. The functions, programs and operations in the Administrator's area of responsibility.
7. The principles and practices of supervision.
8. The Department's Equal Employment Opportunity Program.
9. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. Ability to:

1. Think clearly and analyze problems of organization and management and take effective action.
2. Handle sensitive and confidential assignments with tact and diplomacy.
3. Work under pressure and time constraints.
4. Handle changing priorities.
5. Establish and maintain cooperative working relationships.
6. Communicate effectively.
7. Supervise the work of others.
8. Effectively contribute to the department's equal employment opportunity objectives.

Veterans Preference: Veterans preference credit is not granted in promotional examinations.

Length of List Eligibility: A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

QUESTIONS?

If you have any questions concerning the Executive Assistant examination or the testing process, please contact Irene Wong-Chi, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

ADDITIONAL GENERAL INFORMATION

IMPORTANT — What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to an established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922



THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.